



Assistant Store Manager - Lakewood location.

Responsibilities include, but are not limited to:

- Monitor and manage inventory, including ordering for store and fuel.
- Collaborate with vendors regarding merchandising needs.
- Ensure correct product pricing in consultation with management.
- Complete shift reports, and daily store sales accurately and thoroughly.
- Supervise and train all new employees about product and procedures.
- Provide regular feedback to employees regarding customer satisfaction and performance.
- Assist manager in implementing and maintaining a preventative loss plan.
- Maintain compliance to all safety rules, laws, and regulations.
- Assure store consistently opens and closes at predetermined times per ownership.
- Maintain the physical appearance and cleanliness of the store and property.

Qualifications:

- Must be 21 years of age or older.
- 1 year of experience as an assistant manager or manager in a convenience store or similar retail store.
- College degree is preferred but proven retail experience is critical.
- Strong verbal, written, and interpersonal communication skills.
- Experience cash handling and merchandising.
- Computer literate with expertise in Microsoft Excel, Word, and Outlook.
- Requires availability to work weekends and evenings.
- Must be able to occasionally lift up to 50 pounds, stand and walk for long periods of time, climb and balance on a ladder, stoop, bend, and.
- Must be able to pass a retail math test.
- Must be able to pass nationwide background check and drug screen prior to employment.
- All appropriate training must be completed within a 30-day probationary period.

How to apply:

Compensation is commensurate with experience. Benefits include major medical, dental, 401K, and paid time off. Please submit your resume and cover letter to: m.peterson@nbed.co or contact the Tribal TERO office for more information.